

PUBLIC ANNOUNCEMENT

REQUEST FOR STATEMENTS OF QUALIFICATION

The Hamilton County Engineer's Office and Columbia Township are requesting statements of qualification for engineering services for the following project:

PROJECT: MONNING AVENUE – COLUMBIA TOWNSHIP

PROJECT No. 50

SUBMISSION DATE: JUNE 22, 2007

(Statements of qualification received after **4:00 p.m.** on this date **WILL NOT** be considered.)

The work to be performed under this project is defined in the Project Scope of Service. If interested in this project, you are requested to submit **two (2) copies** of the required information to **Mr. Michael Lemon, Township Administrator, Columbia Township, 5686 Kenwood Road, Cincinnati OH 45227**.

The statement of qualification must contain the following information:

- 1) Resumes of key technical personnel who will actually be assigned to the project.
- 2) A list of similar projects completed by the firm and the firm's personnel to be assigned to this project. The list shall include the name of the client/contact person and a telephone number for each reference project.
- 3) If the firm has more than one office, the primary location/office for each of the key technical personnel to be assigned to this project. Indicate the type of work to be completed by each office and the percentage of the total project work to be completed by each office.
- 4) A statement as to the amount of work to be completed in the local office. If the firm has more than one office, indicate the type of work to be completed in each office and the percentage of the total project work to be completed in each office.
- 5) A list of any sub-consultants that are to be used on this project, other than the geotechnical firm that will be selected by the County. Indicate the type of work to be completed by each sub-consultant and the percentage of the total project work to be completed by each sub-consultant.
- 6) A statement of whether or not the firm or any firm to be utilized as a sub-consultant on the project is currently on the Auditor of State's list of companies with unresolved findings for recovery.
- 7) A statement detailing the firm's approach in undertaking the design of the improvements.
- 8) A statement detailing the firm's approach to anticipated special design aspects/issues, such as maintenance of traffic, environmental issues, etc. The detail of this information should be relative to the complexity of the proposed project or the importance of the issue to the design and construction of the improvements.
- 9) A statement of the firm's current workload and the anticipated workload for next year.

- 10) A proposed, detailed schedule for the completion of the project work and a statement regarding the ability of the firm to complete the Project within the proposed time frames. The schedule should designate certain key steps and the time frame for the completion of those steps, i.e. submittal of Phase A plans, submittal of Phase B plans, etc.
- 11) The estimated cost of construction for the improvements, based upon the information contained in the Scope. The cost should be indicated as a range of costs, i.e. \$ 100,000 to \$ 300,000 or \$ 700,000 to \$ 1,000,000.
- 12) A statement that the firm is able and willing to meet all provisions of the “Required Consultant Insurance” contained in the Scope of Service. If the firm is unable to meet certain provisions or if the firm intends to suggest changes to these provisions, these must be noted in the submitted letter of qualification.

COLUMBIA TOWNSHIP
SCOPE OF SERVICE

1. PROJECT IDENTIFICATION:

PROJECT No: Columbia-2007-01

Road Name: Monning Avenue Improvements

2. PROJECT LIMITS:

The entire length of Monning Avenue (Stewart to the corp line)

Length: Monning Avenue – approximately 1050 LF

Additional Information: Project includes full depth pavement removal and replacement, curb removal and replacement, and replace storm sewer drainage system. Columbia Township has received a grant for the project through the Ohio Public Works Commission.

3. AGREEMENT BETWEEN CONSULTANT AND:

Columbia Township

ADDITIONAL PARTIES INVOLVED:

Hamilton County Engineer (Review)

4. METHOD OF FINANCING:

Engineering: Funds provided by the Township

Construction: Combination of State of Ohio Capital Improvement Funds and Township Funds

5. WORK PHASES INCLUDED IN AGREEMENT:

PHASE A Plan Submission: Line, grade and typical sections on Base Sheets to be used in final plans.
Critical cross sections are to be plotted. Potential design problem areas are to be identified.

PHASE B Plan Submission: To conform to Phase A recommendations. Final review submission is to include Special General Notes and Specifications and quantities.

6. PLAN SCALES:

PLAN: 1" = 20' Min.
PROFILE: Hor. 1" = 20' Min. Vert. 1" = 5' Min.
CROSS SECTIONS: Hor. 1" = 5' Min. Vert. 1" = 5' Min.

7. JOURNALIZED SPEED LIMIT:

Road Name: Monning Avenue: 25 mph

8. NUMBER OF LANES/TYPICAL SECTION:

Number of Lanes:
Two (2) lanes. See Additional Information Sheet

Lane Widths:

Unless otherwise directed, the road is to be reconstructed to the width of approximately twenty-five (25) feet, back of curb to back of curb.

Pavement Section:

See Additional Information Sheet

Salvage Existing Pavement: No

Curbs: X Report to Recommend: _____

Type: Rolled Concrete Curb & Gutter, 28 inch

Shoulders/Berms: _____ Report to Recommend: _____

Type: _____

Safety Grading Criteria: _____ Partial: _____

Guardrail: _____ Type: _____

Median: _____

Clear Zone Grading: _____

Fencing: _____

Lighting: _____

9. ALIGNMENT:

Existing alignment is generally to be followed.

10. PROFILE:

Existing profile is to be followed as much as possible. Slight adjustments in profile may be required to establish/maintain drainage patterns

11. SIGNAGE:

Phase A: _____

Phase B: _____

12. SIGNALS:

Existing Signals:

To be Modified: _____ To be Replaced: _____

Proposed (New) Signals:

Locations: _____ N/A

Phase A to recommend locations: _____

Signal Warrants: _____

Phase A: _____

Phase B: _____

13. STRIPING:

Phase A: _____

Phase B: _____

Type: _____

14. DELINEATION:

Delineators: _____

RPMs: _____

15. DRAINAGE:

Drainage Criteria: State _____ County X Public Works X

Phase A Preliminary Plan: _____

Existing: Surface X Closed X

Proposed: Surface _____ Closed X

Special Flood Hazard Area (SFHA): _____

Storm Water Pollution Prevention Plan: _____

Flood Plain Study Required: _____

Channel Change Study Required: _____

16. BRIDGE CROSSINGS:

Number of Bridges: _____ NA

Cross Roads: _____

Streams: _____

Railroads: _____

Pedestrian: _____

Mass Transit: _____

Other: _____

Site Plans: _____

Supplemental Site Plans: _____

Railroad Location Plans: _____

17. MISCELLANEOUS DESIGN CONSIDERATIONS:

Sidewalks: _____

Bikeways: _____

Railroads: _____

Mass Transit: _____

Service Roads: _____

18. RETAINING WALLS:

Number of Retaining Walls: _____ None foreseen at this time

Type(s) of Retaining Walls: _____

Phase A: _____ Wall Justification: _____

Phase B: _____

Any wall over three (3) feet in height, as measured from the top of the footer to the top of the wall, **MUST** be engineered and a wall profile, indicating the height of the wall, and other pertinent wall details **MUST** be included in the plans. The plan view(s) or a detail for the wall **MUST** indicate the length of any tie-back systems that are

required for the construction of the wall. ALL pre-manufactured walls, i.e. Keystone walls, **MUST** be designed in strict accordance with the Manufacturer's requirements.

19. MAINTENANCE OF TRAFFIC:

Maintenance of Pedestrian Traffic: _____

Maintenance of Railroad Traffic: _____

Maintenance of Vehicular Traffic: _____

Temporary Road(s): _____ Phase A to Recommend: _____

Temporary Road Plans & Notes by: _____ County _____ Consultant _____

Detour Plan Prepared by: _____ County _____ Consultant _____

At this time, it is presumed that construction is to be completed under traffic. To the satisfaction of and subject to the Engineer's review and approval, a tentative outline for the sequence of construction, maintenance of traffic plan and/or maintenance of traffic notes in sufficient detail for the proper control of traffic through the project, especially involving ingress to and egress from the abutting properties within the project area shall be prepared.

As may be applicable during the preparation of the plans, the Consultant shall work with the Engineer to determine if alternative methods of handling traffic would be warranted and desirable during the construction of the project. These measures may include, but not be limited to, the detouring of all through traffic while maintaining local traffic or the maintaining of through traffic on a one-way only basis. If the Engineer authorizes other methods, the Consultant will work with the Engineer to determine if special restrictions are to be enforced during the implementation of the alternate measure(s), i.e. a total time duration, a daily time/hour restriction, etc. The Consultant will also work with the Engineer's Traffic Department to determine the detour route and prepare the necessary detour plan(s). As necessary for the alternative measures, the Consultant is to prepare a tentative outline for the sequence of construction, a maintenance of traffic plan and/or maintenance of traffic notes in sufficient detail for the proper control of traffic through the project, especially involving ingress to and egress from the abutting properties within the project area.

This item of work shall also include the preparation of any necessary plans that indicate temporary work zone pavement markings and/or signs that are to be included in the project, especially where the number of traveled lanes and/or the width of traveled pavement are to be decreased during construction.

All items of work relating to the maintenance of traffic are to be submitted with the final plan review submission.

20. UTILITIES:

Water	(XX)	Sanitary	(XX)
Electric	(XX)	Gas	(XX)
Telephone	(XX)	Cable TV	(XX)
Public Works	(XX)		

Others: _____

ALL utility companies and other agencies, including any that may have facilities within the project limits and **ARE NOT** listed above, shall be contacted. ALL existing facilities and utilities, including

house connections, shall be indicated on the plans as required by Section 163.64 O.R.C. (H.B. 538).

ALL utilities and other agencies shall be furnished with the necessary copy/copies of the preliminary plans so that utility or agency may indicate and/or verify the location of any facility.

ALL utilities and other agencies shall also be furnished with a copy of the final, detailed plans for final review and approval as necessary.

A copy of **ALL** transmitted letters and a copy of **ALL** responses shall be submitted to the Township and the Engineer.

21. ESTIMATED QUANTITIES:

Phase A: _____

Phase B: _____ **X** _____

Quantity Splits: _____

22. CONSTRUCTION COST ESTIMATE:

Submit with Letter of Interest: _____ **X** _____

Phase A: _____

Phase B: _____

23. EXTENT OF FIELD SURVEYS:

Survey Information by: Field Method XX Aerial _____

Main Road Alignment (XX)

Main Road Profile (XX)

Side Road Alignment (XX)

Side Road Profile (XX)

Reference Points & Bench Marks (XX)

Aerial Control ()

Alignment & Profile of Driveways (XX)

Cross Sections (XX)

Pavement Salvage Sections ()

Channel Cross Sections ()

Profile of Channel ()

Drainage Survey ()

Topo Identification (XX)

Utilities (XX)

Property Lines (XX)

Existing Right-of-Way lines (XX)

24. RIGHT-OF-WAY AND EASEMENTS:

Property Map	()
Centerline Plat	()
R/W Summary	(XX)
Final Right-of-Way Plans	(XX)
R/W & Easement Descriptions	(XX)
Registered Land Plats & Descriptions	(XX)
Establishment Plat	(XX)
Establishment Descriptions	(XX)
Right-of-Way Staking	()

Approximate Number of Parcels _____

Preparation of Right-of-way, easement and Establishment descriptions and plans will be handled by an Amendment to the Agreement. As may be pertinent to the project, the preparation of the right-of-way and establishment plans and descriptions shall include clearing title to the Public Road Occupied (PRO) unless otherwise directed by the Engineer.

25. TRAFFIC DATA:

State _____ County _____ Consultant _____

If necessary, the Township will supply information on existing counts if this information is currently on file. The Consultant shall determine if adjustments to these counts are warranted or if additional counts are required. The Consultant will be responsible for the adjustments or for the additional counts. The Traffic Department must approve all traffic data prior to use in design.

26. GEOTECHNICAL INVESTIGATION:

State _____ County _____ Consultant _____

Other _____

Work to be completed as needed. The Consultant is to determine, in conjunction with the Engineer, the amount of type of work to be performed. The Consultant shall work with the geotechnical firm to ensure that the geotechnical information necessary for the design of the various components of the improvements, i.e. pavement section, retaining walls, is obtained. This information may include the determination of the CBR, the Attenburg limits and the moisture content of the soil. The Consultant will be responsible for establishing the required field control and for field locating the boring locations.

27. PRIOR STUDIES:

28. PUBLIC HEARINGS/INFORMATIONAL MEETINGS:

Public information meeting(s) may be scheduled.

Consultant's Responsibility: Prepare the necessary exhibits and attend the meeting(s) if scheduled.

Required exhibits will show the proposed location of improvements, the proposed profile and critical and/or typical cross-sections and the preliminary right-of-way.

29. The Engineering Agreement will be a **Lump Sum Agreement.**

30. The project will include all office and field work necessary to a) prepare final construction plans, b) write general and special notes, c) calculate quantities, and d) determine existing right-of-way and property lines.

Unless otherwise noted in this Scope, proposed right-of-way plans and descriptions and the establishment plat and descriptions shall be handled on an as necessary basis by amendment to the original agreement.

County will prepare bid document, prints, etc. for bidding process.

31. At the Township's discretion, plan development will be subject to the following independent reviews:

- A. Line Grade and Typical Sections - Phase A
- B. Preliminary Drainage - Phase A
- C. Driveway Modifications - Phase B
- D. Final Plan and Preliminary Right-of-way - Phase B
- E. Final Right-of-way and Establishment

In addition to these reviews, the Township may also require **MONTHLY** progress reports.

32. The **Phase A submission is to develop line, grade and typical section(s) and have said items approved by the Engineer **PRIOR** to the preparation of the final, detailed construction plans. No written report is required. The **Phase A** submission **MUST** include preliminary drainage plans, preliminary drainage calculations and information as to the location of all underground utilities.**

The **Phase B** submission is to include final detail plans, final drainage calculations, preliminary right-of-way plans, driveway modifications, etc. If authorized by the Engineer, the right-of-way plans are to be prepared after the Phase B review is complete.

33. The house numbers shall be indicated on the plan sheets.

34. The necessary fieldwork shall be completed and the plans prepared so as to have the stationing for the project increase from south to north or from west to east, as may be applicable, unless otherwise approved

by the Engineer.

35. The baseline and/or centerline shall be adequately marked in the field. The points set in the field shall be shown on the plans. At a minimum, the points to be marked in the field shall be located at one hundred (100) foot intervals. The PC, PI and PT of each curve shall also be marked. In addition, the PC, PI and PT of each curve **AND** the baseline/centerline at intervals **NOT** to exceed one thousand (1000) feet shall be **WITNESSED**. As required, the points to be witnessed in the field shall be witnessed from a **MINIMUM** of three (3) points, located outside of the work limits.

Where the baseline has been established and utilized, instead of the centerline, the plans **MUST** indicate the relationship between the baseline marked in the field and the centerline.

The construction plans and the right-of-way plans shall also indicate all existing or set monumentation (centerline, right-of-way, subdivision, and/or civil boundaries) that is found in the field to be within the project limits. This monumentation shall be located, identified, shown and labeled on the plans.

The construction plans and the right-of-way plans are to be referenced to the **STATE PLANE COORDINATE** system. This will require that **STATE PLANE COORDINATES** be shown on the plans for the PC, PI and PT for each curve, all angle points and termination points. This will be applicable to proposed right-of-way lines, permanent easement lines, proposed centerline and/or baseline. Mr. Bob Heidkamp (946-4265) shall be contacted to obtain the information regarding the nearest established benchmark.

36. The journalized speed limit (design speed) shown is to be used as a guideline in determining the criteria to be followed in the design of the profile/alignment of the road. Exceptions to the design criteria may be made as determined by the Engineer during the Phase A or Final Plan review stages.
37. At an intersection with a State highway or another County road, a **MINIMUM** radius of fifty (50) feet at the proposed back of curb or the proposed edge of pavement shall be used. At an intersection with a Township road, a **MINIMUM** radius of thirty-five (35) feet at the proposed back of curb or the proposed edge of pavement shall be used.
38. As required by the design of the proposed improvements, the existing drainage systems are to be left in place, modified, replaced and/or new systems are to be installed.

A **FIELD VISUAL INSPECTION** of **ALL** the existing systems/conduits shall be completed so as to determine the type and size of the condition of the conduit(s) and to evaluate the condition of the conduit(s). This shall require that, at a minimum, a visual inspection of the existing conduits at the inlet end, at the outlet end and at each catch basin, manhole, or other junction point.

After the Phase A submittal, the Engineer will also field inspect the existing systems/conduits and will determine which conduits are to remain in place or are to be replaced under the project. The Engineer will supply this information to the Consultant as quickly as possible. The Phase B plans shall be prepared so as to be in accordance with this information.

39. The capacity of any existing storm sewer system that is to remain in place shall be determined/calculated and the Consultant shall determine if any increase in capacity, i.e. a larger conduit, is required.

Unless otherwise directed by the Engineer or as may be modified below, when the project includes the construction/installation of new storm drainage facilities, the replacement/modification of existing storm

drainage facilities or the construction of open channels/ditches and the Scope of Service indicates that the design of these facilities is to be in conformance with the Design Criteria of the County and/or Public Works, the design of the storm drainage facilities shall be in general conformance with the **guidelines** of the latest editions of “The Ohio Department of Transportation, location and Design Manual, Volume Two, Drainage Design” and/or “The Rules and Regulations of the Public Works Department Governing the Design, Construction, Operation Maintenance & Use in the County of Hamilton Storm Drainage System”.

Closed Storm Sewers:

The design of a closed storm sewer shall be based upon a ten (10) year storm.

OUTSIDE of Consoer/Townsend (CT) areas or Special Flood Hazard Areas (SFHA), the hydraulic gradient for a fifty (50) year storm shall be calculated and plotted. **WITHIN** CT or SFHA areas, the hydraulic gradient for a one hundred (100) year storm shall be calculated and plotted.

Unless otherwise directed and/or approved by the Engineer, the closed storm system shall be designed so as to contain the hydraulic gradient for the pertinent storm within the facility. The hydraulic gradient **MAY NOT BE HIGHER** than six (6) inches below the elevation of the catch basin grate or the elevation of a manhole rim.

Cross Culverts (opening width less than ten feet):

The design of the facility shall be based upon a twenty-five (25) year storm.

Unless otherwise directed and/or approved by the Engineer, the cross culvert shall be designed so that the headwater for the design storm does **NOT** exceed the most restrictive elevation of the following:

- a) two (2) feet below the near, low edge of pavement;
- b) two (2) feet above the inlet crown of the culvert;
- c) above a tail water elevation that would submerge the inlet crown.

The hydraulic gradient for a one hundred (100) year storm is to be calculated and plotted.

Unless otherwise directed and/or approved by the Engineer, the cross culvert shall be designed so that that headwater for the one hundred (100) year storm does **NOT** exceed the most restrictive elevation of the following:

- a) one (1) foot below the lowest ground elevation adjacent to an occupied building;
- b) a headwater depth twice the diameter or the rise of the cross culvert;
- c) **NO** overtopping of the pavement;
- d) **NO** significant increase in headwater elevation.

Bridges (opening width ten foot and greater):

The design of the bridge opening shall be based upon a fifty (50) year storm.

The hydraulic gradient for a one hundred (100) year storm shall be calculated and plotted.

The width of the opening of the existing bridge is to be the **MINIMUM** width to be maintained; **NO DECREASE** in the waterway opening of the bridge will be permitted unless approved by the Engineer.

The above are to be considered as **guidelines only**.

In areas where special conditions may be applicable, the Scope of Service and/or the Engineer may specify that criteria different from the above be followed in the design of the facility.

Prior to or in conjunction with the Phase B plan submittal, all drainage calculations, drainage maps, gradient profiles, etc. **MUST** be submitted to the Engineer.

40. During the initial phases of the preparation of the Phase A plans, the Consultant **MUST** contact **ALL** agencies that may have jurisdiction over storm water and storm water facilities, e.g. Metropolitan Sewer District (MSD), Hamilton County Public Works, any state/federal agencies, to determine if any special considerations/issues/restrictions, e.g. detention mitigation, will have to be addressed in the design of the drainage improvements. The Consultant **MUST** report these special design considerations/issues/restrictions to the Engineer as a part of the Phase A submittal.
41. For **TOWNSHIP** projects, the design of storm sewer and channel improvements **WILL** also be subject to the review and/or approval of Hamilton County Public Works. **PRIOR** to the submittal of the Phase A plans, a preliminary drainage/storm sewer improvement plan **MUST** be prepared and submitted to Public Works. This plan **MUST** indicate the magnitude of the proposed improvements so that the extent of Public Works involvement can be determined.
42. All underground facilities shall be located. These underground facilities are to include, but to not be limited to, all storage tanks, septic tanks/systems, leach beds, utilities, including service lines (in accordance with Section 153.64 ORC), drain pipes and exposed field tiles shall be located and identified as to the size and type.
- Special attention shall be given to any commercial/industrial property having underground storage tanks in current use or which may have previously utilized underground storage tanks, e.g. service stations, print shops, dry cleaners, etc., to identify any potential environmental problems.
43. Where the Scope of Service includes cross-sections, the sections are to be taken every twenty-five (25) feet. If the Aerial Method is utilized, cross sections are to be field checked every three hundred (300) feet. Critical driveway profiles to be plotted at a scale of 1" = 2' (Horizontal and Vertical). The **location** and **approximate depth** of **underground utilities**, i.e. storm sewers, sanitary sewers, gas lines and water lines, shall also be shown on the **Cross-sections**.
44. Right-of-way and Establishment plans and descriptions:

The project will include the researching of all right-of-way information and ownership information from all available sources including but not limited to County road records, Commissioners' journals and records of other County offices to the extent necessary to provide an accurate basis for the right-of-way plans.

Property ownership data for the right-of-way plan development shall be based on a search of County records

conducted no more than six (6) months prior to preliminary right-of-way plan submission.

Within fourteen (14) days prior to the submission of the final right-of-way tracings, an in-depth field review of the plan shall be conducted to assure that no topographic features, structures or utilities have been changed or omitted.

In addition, no more than fourteen (14) days prior to the submission of the final right-of-way tracings, the property ownership data shall be checked and verified and copies of the deeds for any new ownership transactions that impact the project shall be submitted to the Engineer. The actual date that the ownership data was checked and verified shall be contained in the submittal letter.

Descriptions shall be prepared on 8-1/2" X 11" letter size sheets, using letter quality printing on the final submissions. Descriptions shall be written so as to conform to the format designated by the County, samples to be furnished by the Engineer upon request. Descriptions shall be written so as to read in a clockwise direction, unless otherwise approved by the Engineer. Parcel designations for parcels to be acquired shall conform to the Engineer's requirements.

The right-of-way plans shall indicate/contain the following information for each parcel: Owner's name, Property Address, Auditor's information, Deed reference, Project Parcel and Area of tract to be acquired. In cases where an Owner's Summary Sheet is to be prepared, the Auditor's information, Deed reference and Area of tract to be acquired may be shown on the Summary Sheet instead of the plans.

The name(s) of the owner(s) shall be shown on the above items **EXACTLY** as indicated on the pertinent deeds. Unless otherwise approved by the Engineer, each parcel, as indicated by the Auditor's plats or Auditor's tax information, shall be treated as a separate, individual parcel in the preparation of the right-of-way/easement documents and plans.

In cases where the deed distance on a property line is different than the calculated project distance on that line, the right-of-way plans and the descriptions shall indicate/contain both the deed distance and the calculated distance. The area(s) calculated for the proposed right-of-way take or easement shall be based upon the deed distance.

In cases where the affected property is a Registered Land parcel, the right-of-way plans and the descriptions shall indicate/contain both the Registered Land bearings and the project bearings. If the parcel is affected by a permanent right-of-way acquisition, including clearing of PRO, a plat and description(s) of the parcel(s) **MUST** be prepared in accordance with the Hamilton County Registered Land rules, regulations and requirements.

Unless **otherwise approved** by the Engineer, the construction plans and the right-of-way plans **MUST** be separate plans. Unless **otherwise approved** by the Engineer, the right-of-way plans shall consist of screened mylars of the construction plans on which the necessary right-of-way and/or easement information has been indicated.

A copy of **ALL** deeds, surveys, record plats and/or other documents that were used to determine the existing right-of-way and/or property lines and were used as the basis for the preparation of the project descriptions **MUST** be furnished to the Engineer.

45. If the proposed project involves **ANY** work within the right-of-way for a **STATE** and/or **FEDERAL** Highway, the design plans **MUST** be submitted to ODOT for review and approval prior to submitting the final plans to the County. A copy of ODOT's approval letter **MUST** be submitted with the final plan

submission.

46. Along with the **FINAL** submission of the project plans and documents, a copy of **ALL** field notes; a listing of point coordinates and point description for **ALL** points on the existing **AND** proposed centerline, baseline and right-of-way line; a closure for **EACH** easement or right-of-way take; and a copy of **ALL** quantity calculations **MUST** be furnished to the Engineer.
47. Quantity calculations for the following items of work, **excavation, Embankment, all pavement items and all driveway items, MUST** be prepared and submitted to the Engineer.

The calculations must be submitted separately on normal sheets and do not have to be made an integral part of the plans. Preliminary quantity calculations shall be submitted with the Phase B plan submittal. The final calculation sheets **MUST** be submitted with the final plan submittals.

48. All construction plans **MUST** be prepared by or under the direct supervision of a Professional Engineer who is registered in the State of Ohio. A Professional Engineer **MUST** stamp and sign the Construction Improvement plans.
49. All surveying and/or fieldwork **MUST** be done by or under the direct supervision of a Professional Surveyor who is registered in the State of Ohio. All right-of-way plans and descriptions, establishment plats and descriptions and registered land plats and descriptions **MUST** be prepared or under the direct supervision of a Professional Surveyor who is registered in the State of Ohio. A Professional Surveyor who is registered in the State of Ohio **MUST** stamp and sign **ALL** right-of-way plans and Registered Land plats.
50. All final plans and plats to be ink on mylar/linen or high quality mylar copies. Construction plans and right-of-way plans shall be separate plans. Plan sheets shall be 22" x 34" trimmed size. Computer-aided design and/or drafting systems (CAD) are acceptable.
51. If the plans are prepared with a computer-aided design and/or drafting system (CAD), a computer disk or disks containing all the project information **MUST** be furnished to the Engineer. The electronic files shall be in a format compatible with "Autocad".

A hard copy of the project information, including the notes, descriptions, **MUST** be furnished to the Engineer. A computer disk or disks containing all the project information **MUST** also be furnished to the Engineer. Unless otherwise approved by the Engineer, the electronic files shall be in a format compatible with the Engineer's software, i.e. Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Acrobat.

52. Required Consultant Insurance:

Consultant Insurance Provisions:

It shall be the responsibility of the Consultant to insure the protection of all life and/or property. It shall be the responsibility of the Consultant to protect himself; his employees, agents and/or subcontractors; and the County from any and all liability claims that may arise from operations carried out in the performance of this contract.

During the term of this contract, the Consultant will provide, pay for and maintain in full force and affect the insurance outlined for coverage at not less than the prescribed minimum limits of liability covering the Consultant's activities.

Certificate of Insurance:

The Consultant shall provide the Township with certificates of insurance, completed by a duly authorized representative, evidencing that at least the minimum coverage and limits herein required are in effect.

The certificates of insurance shall contain a standard ACORD Form 25 S provision that the coverage afforded under the policy or policies will not be canceled or terminated without thirty (30) days prior written notice to:

Columbia Township Administrator
5686 Kenwood Road
Cincinnati, Ohio 45227

and

Hamilton County Engineer
Room 700, County Administration Building
138 East Court Street
Cincinnati, OH 45202

The Consultant shall maintain all required coverage without interruption during the entire term of this Agreement.

Failure of the Township to demand such a certificate or other evidence of full compliance with these requirements or failure of the Township to identify a deficiency from evidence provided will not be construed as a waiver of the Consultant's obligation to maintain such insurance.

The acceptance of delivery by the Township of any certificate of insurance evidencing the required coverage and limits does not constitute approval by the Township or agreement by the Township that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements.

The certificates of insurance shall be submitted by the Consultant to the Engineer in conjunction with the Agreements that have been signed by the Consultant. The further processing of the Agreement by the Township will be dependent upon the Consultant submitting and the Township approving the necessary certificates of insurance.

If the Consultant fails to maintain the insurance as set forth here, the Township will have the right, but not the obligation to, at the Township option, either purchase said insurance at the Consultant's expense or terminate this contract.

Insurer Qualifications:

All insurance must be provided through companies authorized to do BUSINESS IN THE state of Ohio and rated at least A:VII by the A.M. Best Company.

Insurance Primary:

All coverage required of the Consultant will be primary over any insurance or self-insurance program carried by the Township, but only to the extent caused wholly or in part by the Consultant's

negligent acts, errors or omissions.

No Reduction or Limit of Obligation:

By requiring insurance, the Township does not represent that the coverage and limits will necessarily be adequate to protect the Consultant. Insurance affected or procured by the Consultant will not reduce or limit the Consultant's contractual obligation to indemnify and defend the Township for claims or suits that result from or are connected with the performance of this Agreement.

Additional Insured:

The policy or policies shall endorse "The Columbia Township Trustees, the Hamilton County Board of Commissioners, the Hamilton County Engineer, and Columbia Township and Hamilton County employees, officials and volunteers" as additional insured.

Where the scope indicates that additional parties will be involved in the PROJECT, i.e. a Township a City, or a County, the policy or policies shall endorse as additional insured the Board of County Commissioners of the pertinent County, the Board of Trustees of the pertinent Township, the City Council of the pertinent City and/or the Village Council of the pertinent Village, and their respective engineers, officers, employees, agents and volunteers.

A Waiver of Subrogation shall be endorsed on the policy.

If sub-consultants are to be utilized on the Project, the Consultant's policy or policies shall endorse the sub-consultants as additional insured or the Consultant or the sub-consultants shall furnish separate policies, meeting all the requirements herein, to the Engineer for the sub-consultants.

The form of the additional insured endorsement will be ISO CG 20 33 03 97 (Form B) or its equivalent. The amount of Consultant's insurance will be reduced by evidence of such other insurance.

Retroactive Date and Extended Reporting Period:

If any insurance herein required is to be issued or renewed on a claims-made form, as opposed to the occurrence form, the retroactive date for coverage will be no later than the commencement date of the project.

Joint Ventures:

If the work is to be completed as a joint venture involving two (2) or more entities, then each independent entity will satisfy the limits and coverage specified herein or the joint venture will be a named insured under each policy specified.

Subletting/Subcontracting:

If the Consultant sublets/subcontracts any portion of the work to be performed under the Agreement, the Consultant shall be responsible for guaranteeing that the portion of the work that is subcontracted is adequately covered by the insurance as specified herein.

The Consultant will cause each sub-consultant employed by the Consultant to purchase and maintain insurance of the type specified herein. When requested by the Township, the Consultant will furnish copies of certificates of insurance evidencing coverage for each Consultant's sub-contract.

Cooperation:

The Consultant and the Township agree to fully cooperate, participate and comply with all reasonable requirements and recommendations of the Consultant's insurers and insurance brokers issuing or arranging for issuance of policies required here, in all areas of safety, insurance program administration, claim reporting, investigating and audit procedures.

Insurance Limits and Coverage:

To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions, and coverages of Insurance Service Office (ISO) policies, forms and endorsements.

If the Consultant, the Consultant's consultant or professional subcontractor has any self-insured retention or deductible under any of the following minimum required coverage, the Consultant, Consultant's consultant or professional subcontractor must identify on the certificate of insurance the nature and amount of self-insured retention or deductible. All self-insured retention or deductible will be the Consultant's, the sub-consultant's or the subcontractor's responsibility.

Commercial General Liability:

The consultant will maintain commercial general liability insurance covering all operations by or on behalf of the Consultant on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these limits and coverage:

Minimum limits: \$1,000,000 each occurrence;
 \$2,000,000 general aggregate;
 \$1,000,000 products and completed operations aggregate.

Coverage:

1. 1986 (or later) ISP commercial general liability form (occurrence form);
2. Products and completed operations coverage maintained for at least 3 years;
3. Blanket contractual liability (included in 1986 ISO form);

4. Broad form property damage (included in 1986 ISO form);
5. Severability of interest (included in 1986 ISO form);
6. Underground explosion and collapse coverage (included in 1986 ISO form);
7. Personal injury;
8. Waiver of subrogation and endorsement;
9. Additional insured endorsement.

Automobile Liability:

The Consultant will maintain business auto liability covering liability arising out of the Consultant's use of any auto (including owned, hired, and non-owned autos).

Minimum Limits: \$1,000,000 combined single limit each accident

Workers' Compensation:

The Consultant will maintain workers' compensation insurance.

Minimum Limits: 1. Workers' compensation – statutory limit.

Umbrella/Excess Liability:

The Consultant will maintain umbrella/excess liability insurance on an occurrence basis in excess of the underlying insurance herein described. The amounts of insurance required herein may be satisfied by the Consultant purchasing coverage for the limits specified or by any combination of underlying and umbrella limits so long as the total amount of insurance is not less than the limits specified herein.

Minimum Limits: \$2,000,000 combined single limit and aggregate limit.

Professional Liability (Errors & Omissions):

The Consultant will purchase and maintain professional liability insurance.

Minimum Limits: \$1,000,000 each claim and annual aggregate.

Coverage: 1. Retroactive date prior to work.

Valuable Papers:

The Consultant will purchase valuable papers and records coverage for plans, specifications, drawings, reports, maps, books, blueprints, and other documents in an amount sufficient to cover the cost of recreating or reconstructing valuable papers or records related to this project.

Indemnification of Columbia Township:

The Consultant shall save, protect, defend, indemnify and hold harmless the Board of Trustees of Columbia Township, and their respective officers, employees, agents and volunteers, from and against any and all liabilities, penalties, damages, settlements, cost or losses of every kind and character, to the extent they arise out of or in connection with the intentional, wrongful, or negligent

acts, errors or omissions of the Consultant, its employees, officers, agents or independent contractors, in the performance of the work in the PROJECT.

The Consultant agrees to pay all damages, costs and expenses of the said Board of Trustees of Columbia Township, and their officers, employees, agents and volunteers in defending any action arising out of the aforementioned wrongful, intentional or negligent acts, errors or omissions.

Indemnification of Additional Parties:

Where the Scope indicates that additional parties will be involved in the PROJECT, i.e. a County, Township or City, the Consultant shall also save, protect, defend, indemnify and hold harmless the

Board of County Commissioners of the pertinent County, the Board of Trustees of the pertinent Township, the City Council of the pertinent City and/or the Village Council of the pertinent Village, and their respective engineers, officers, employees, agents and volunteers from and against any and all liabilities, penalties, damages, settlements, costs or losses of every kind and character, to the extent they arise out of or in connection with the intentional, wrongful, or negligent acts, errors or omissions of the Consultant, its employees, officers, agents or independent contractors, in the performance of work in the PROJECT.

The Consultant shall also agree to pay all damages, costs and expenses of the Board of County Commissioners of the pertinent County, the Board of Trustees of the pertinent Township, the City Council of the pertinent City and/or the Village Council of the pertinent Village, and their engineers, officers, employees, agents and volunteers in defending any action arising out of the aforementioned wrongful, intentional or negligent acts, errors or omissions.

The Consultant **MUST** submit **ONE CERTIFIED, COMPLETE** copy of those portions of the insurance policy in which Columbia Township, Hamilton County, and/or any other party to the AGREEMENT is named as an additional insured, i.e. the General Liability Policy or the Automobile Policy. The Consultant **MUST** also submit **TWO CERTIFIED CERTIFICATES** indicating the insurance coverage for all other portions of the insurance policy. The Consultant **MUST** submit these documents to the Engineer when returning the AGREEMENT for the project.

In the event of the Consultant, the Township, the County and/or any other party to this AGREEMENT is named in litigation related to the PROJECT, the Consultant also agrees to provide to the Township, within ten (10) business days of the Consultant receiving the lawsuit, one certified copy of the **ENTIRE** insurance policy or policies and associated endorsements.

ADDITIONAL INFORMATION

MONNING AVENUE IMPROVEMENTS

1. The project will involve the reconstruction of Monning Avenue from Stewart Road to the Corporation line, approximately 1050 feet.
2. The existing pavement and curbs on the road are to be totally removed and a new pavement and new curbs are to be constructed.
3. The proposed pavement section is ten (10) inches of Aggregate Base, three and one-half (3 ½) inches of Asphalt Concrete Base, and one and one half (1 ½) inches of Asphalt Concrete (Surface Course).

As part of the Phase A report, the Consultant shall utilize the information obtained from the geotechnical report (provided by the Township) and the ODOT L&D manual to verify that this typical section is adequate for the soil conditions present.

The proposed typical section is to include underdrains and edge drains. The Consultant is to recommend the type and the location of the drains.

4. The existing sidewalks are to remain in place and undisturbed by the construction of the roadway improvements. New ramps meeting the latest ADA requirements are to be constructed at all intersections. The Consultant is to recommend the type of curb ramp to be utilized at each location.
5. The existing driveway aprons are to be removed and replaced with a new 7" concrete apron from the proposed back of curb to the face of the existing walk. The concrete aprons are to be designed in accordance with the applicable design standards, i.e. placement of expansion joint material, width of flare.
6. A watermain replacement is planned for this street, and will occur in conjunction with the reconstruction project. The Consultant must coordinate with the Greater Cincinnati Water Works regarding this.